

CENTRAL INTELLIGENCE AGENCY

**2430 E STREET NW.
WASHINGTON 25, D. C.**

Dear

As a member of the Central Intelligence Agency you have assumed a unique responsibility which affects both your private and official life. You will find yourself a trusted custodian of information which would be of great value to foreign countries. Foreign espionage agents are interested in this information; first, to learn factual information contained in classified documents, reports, etc.; second, to learn the sources used by CIA in assembling information; third, to learn as much as possible of the organization of CIA, its strength in various fields and its methods of operation.

The combined and individual effort to protect "classified information" is called "Security". You will find that Security in Intelligence makes certain personal demands upon you which at first may seem to conflict with your private liberties.

However, the subject of security must be faced frankly. Security does mean restrictions. None of us could possibly object to a "No Smoking" rule in a powder plant even though the rule may cause personal inconvenience. Security practices and policies have gradually grown through practical experience. Foremost, you will not be allowed to disclose intelligence information which you learn in connection with your new duties, except to those persons who are officially authorized such information. You cannot discuss your office problems or the work in which you are engaged. You may have to take trips and not tell your wife or husband what you are going to do, nor in some instances, where you are going. In each instance you will be briefed as to what to tell your friends and associates when travel is involved, including permanent changes of station.

The selection of your friends and associates, and your personal conversations with them will be influenced considerably by the intelligence duties you are called upon to perform. Your public conversations on current topics and international events must be carefully weighed so that you will not express an opinion based on intelligence data. Casual remarks on these subjects by you can be given much significance by outsiders if you are speaking on the basis of official information. Your good sense and discretion will be the best guides. Obviously, any air of "hush-hush" or "cloak and dagger business" is anathema to real security, besides being rather ridiculous. Nine-tenths of the material you will handle is open knowledge. The danger lies in stressing, pointing up, or giving ill-timed emphasis to those matters which are being correlated and analyzed with this Agency; or in disclosing actual classified information.

Another sacrifice which you may have to make as you enter upon an intelligence career is the adoption of a certain amount of professional anonymity. If you are a member of a profession, your value to this organization is based largely on the special knowledge you have acquired. In gaining this knowledge you have in your previous career talked freely with your colleagues and associates concerning your work. Also, you may have written papers and delivered talks on your specialty. However, now that you are with CIA, you will not be permitted to engage freely in these activities. All such communications will be subject to security review. It is obvious, therefore, that a means by which you may have previously acquired status within your specialty will not now be freely available to you.

I believe as your career develops in the intelligence field the sacrifices I have mentioned will be more than recompensed by the satisfaction of contributing to an operation which is so essential to the welfare of the nation. I know of no opportunity to better serve your country than to join Central Intelligence Agency, to which I welcome you as our newest member.

Sincerely,

[Redacted Signature]

WALTER B. SMITH
Director

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